

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Office Management Assistant
- Salary:** Rs 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575
(08 049 070)
- Effective Date:** 19 December 2018
- Qualifications:** By selection from among officers in the grade of Management Support Officer who –
- (i) reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Management Support Officer and the former grades of General Services Officer (RRA) and/or Clerical Officer/Higher Clerical Officer;
 - (ii) have a good knowledge of Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business;
 - (iii) possess good communication, analytical, technical and interpersonal skills;
 - (iv) have the ability to organise and prioritise workload; and
 - (v) are able to work on their own initiative and in teams.

Candidates will be required to sit for a written competitive examination conducted by the Public Service Commission designed –

- (i) to assess their knowledge of the Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business; and
- (ii) to test their knowledge of current affairs and their ability to express themselves coherently on matters of public interest.

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CERTIFIED CORRECT

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D. Gowry
D. Gowry (Mrs)
for Secretary for Public Service

19 December 2018

Date.....



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Duties:

1. To organise, implement and direct office operations.
2. To provide administrative support in general administration, human resource management, finance and procurement and supply.
3. To ensure the accuracy, completeness and timeliness of processes and activities performed in small units.
4. To assist in the organisation of official functions, induction and training programmes and other activities.
5. To provide customer service to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines.
6. To manage and ensure safekeeping of official records.
7. To supervise the retrieval and disposal of office records within established guidelines.
8. To act as secretary to committees and/or bid evaluation committees, as and when required.
9. To undertake research in connection with the activities/policies of the Commission/Department and submit reports, as and when required.
10. To assist in the preparation and the monitoring of budget estimates.
11. To ensure the keeping of proper, complete and up-to-date human resource/financial records.
12. To provide assistance in the processing of audit queries related to financial and human resource issues.
13. To ensure proper and timely submission of accurate returns as requested.
14. To provide, under supervision, as and when required, advice and information on matters relating to general administration, human resource management, finance and procurement and supply.

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15. To assist in all administrative processes relating to procurement and supply and warehouse operations.
16. To ensure that stock checking programmes are maintained.
17. To coordinate and supervise the work of subordinate staff.
18. To ensure that office inventory tallies with the supply system records.
19. To use ICT in the performance of his duties.
20. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Office Management Assistant in the roles ascribed to him.

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for Secretary for Public Service

19 December 2018

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